



ADDENDUM #1

RFP-2020-DEHS-08-PUBLI

Public Relations for Child Support

On March 4, 2020, the New Hampshire Department of Health and Human Services published a Request for Proposals, soliciting proposals for the provision of child support public relations services to conduct qualitative research and analysis of public perception and awareness of child support services in New Hampshire.

The Department is publishing this addendum to:

- 1. Delete and replace Section 6, Proposal Process, Paragraph 6.2, Procurement Timetable, with the following:**

6.2 Procurement Timetable

<u>Procurement Timetable</u>		
(All times are according to Eastern Time. The Department reserves the right to modify these dates at its sole discretion.)		
Item	Action	Date
1.	Release RFP	March 04, 2020
2.	RFP Questions Submission Deadline	March 11, 2020 11:59 PM
3.	Department Response to Questions Published	March 20, 2020
4.	Proposal Submission Deadline	April 22, 2020 2:00 PM

- 2. Delete and replace Section 6, Proposal Process, Subsection 6.6, Proposal Submission, Subsection 6.6.1 with the following:**

6.6.1 Proposals must be submitted electronically to the Contract Specialist at the email address specified in Subsection 6.1 as well to contracts@dhhs.nh.gov and Dorinda.Downing@dhhs.nh.gov.

6.6.1.1 The subject line must include "RFP-2020-DEHS-08-PUBLI (email xx of xx)."

6.6.1.2 The maximum size of file attachments per email is 10 MB. Proposals with file attachments exceeding 10 MB must be submitted via multiple emails.

- 7 Delete and replace Section 6, Proposal Process, Subsection 6.6, Proposal Submission, Subsection 6.6.4 with the following:**



6.6.4 Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded. Delivery of the Proposals shall be at the Vendor's expense.

7 Delete and replace Section 7 Proposal Outline and Requirements, Subsection 7.1, Presentation and Identification, with the following:

7.1 Presentation and Identification

7.1.1. Overview

- 7.1.1.1. Proposers are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Vendor's risk and may, at the discretion of the Department, result in disqualification.
- 7.1.1.2. Proposals must conform to all instructions, conditions, and requirements included in the RFP.
- 7.1.1.3. Acceptable Proposals must offer all services identified in Section 3 - Statement of Work, unless an allowance for partial scope is specifically described in Section 3.
- 7.1.1.4. Proposals must be received by the Proposal Submission Deadline specified in Subsection 6.2, Procurement Timetable, and submitted electronically as specified in Section 6.7.
- 7.1.1.5. Proposers shall submit a separate electronic document for the Technical Proposal and a separate electronic document for the Cost Proposal.

8 Delete and replace Section 7.2, Outline and Detail, Subsection 7.2.1, Proposal Contents - Outline with the following:

7.2.1 Proposal Contents – Outline

Each Proposal shall contain the following, in the order described in this section.